



Appendix C.
Position Category Description
Contracting (including Construction)

Typical¹ Duties: Develops, manages, supervises, or performs policies and procedures involving the procurement of supplies and services; construction, research, and development; acquisition planning; cost and price analysis; selection and solicitation of sources; preparation, negotiation, and award of contracts through sealed bidding or negotiation procedures; and all phases of contract administration, termination, or close out of contracts. Requires knowledge of the legislation, policies, regulations, and methods used in contracting, and knowledge of business and industry practices, sources of supply, cost factors, cost and price analysis techniques, and general requirements characteristics.

Typical Career Codes¹

<u>Civilian Series</u>	<u>Army AOC</u>	<u>Navy AQD</u>	<u>Air Force AFSC</u>	<u>Marine Corm MOS</u>
1101 and 1102 ²	67K and 97A	AC (Any AQD beginning with AC)	64PX, 6COX1, and comparable enlisted AFSCs	3044 and 9656

Representative Job Titles: Procurement Analyst, Administrative Contracting Officer, Contract Price and/or Cost Analyst, Contracting Officer, Contract Negotiator, Contract Specialist, Contract Administrator, Contract Termination Specialist, Procurement Contracting Officer, and Termination Contracting Officer.

¹All contracting officers are included in this category regardless of function or series
²Civilian Occupational Series 1102 is always included in the Acquisition Contracting position category and career field regardless of organization.

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Career Path Contracting (including Construction)

Level and/ or Typical Grade	Typical Assignments	Experience	Education	Training³
Level I GS-5 through GS-9 O-1 through O-3 E-3 through E-4	Contract specialist Contract administrator Contract cost and/or price analyst Procurement analyst	Mandatory: One year of contracting experience	Mandatory: (1) Baccalaureate degree; or, (2) At least 24 semester credit hours from among the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization, and management; or, (3) Pass equivalency exam(s); or, (4) Have at least 10 years acquisition experience as of October 1, 1991 ²	Mandatory: One basic (Level I) DAU course in contracting Mandatory: One basic (Level I) DAU course in contract pricing
¹ See Appendix M, sections M. and N., for specific requirements for contracting personnel. ² Credit by examination is directed by 10 U.S.C. 1724 and covered in DoD Instruction 5000.58 (references (d) and (g)). ³ Refer to the current edition of the OUSD(A&T) DAU Catalog (reference (a)) for a list of mandatory and desired courses and approved equivalences that can be used to meet the training standards for this career field.				



Career Path Contracting (including Construction)

Level and /or Typical Grade	Typical Assignments	Experience	Education	Training³
Level II GS-9 through GS-12 O-3 through O-4 E-5 through E-9	Contract specialist Contract administrator Contract cost and/or price analyst Contracting officer Procurement analyst	Mandatory Two years contracting experience Desired: An additional 2 years of experience in contracting	Mandatory: (1) Baccalaureate degree; or, (2) At least 24 semester credit hours from among the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management; or, (3) Pass equivalency exam(s); or, (4) Have at least 10 years acquisition experience as of October 1, 1991 Desired: Graduate studies in business administration or procurement	Mandatory: One intermediate (Level II) DAU course in contract law Mandatory: One intermediate (Level II) DAU course in cost and price analysis Mandatory: ⁴ One intermediate (Level II) DAU course depending on contracting orientation specialty (e.g., pre-award or post-award)
<p>Career path note: Upon achieving Level II or III, an individual should plan on meeting the criteria for the Acquisition Corps. Criteria for selection into the Acquisition Corps for civilian personnel include serving in a position graded GS-13, and above, and in the case of officers includes serving in the grade of O-4, and above. Criteria further include: (1) Four years acquisition experience; (2) A baccalaureate degree or certification by an ACPB; and (3a) At least 24 semester credit hours from among the following disciplines, i.e., accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management; or, (3b) Pass equivalency exam(s).⁵</p> <p>¹Education requirement are not applicable to individuals with at least 10 years of acquisition experience (as of October 1, 1991) in Government or industry acquisition positions. (See 10 U.S.C. 1724 (c), reference (d).) ²Credit by examination is directed by Section 1724 of reference (d) and covered in DoD Instruction 5000.58 (reference (g)). ³Refer to current edition of the OUSD(A&T) DAU Catalog (reference (0)) for a list of mandatory and desired courses and approved equivalences that can be used to meet the training standards for this career field. One or more Level II DAU courses maybe mandatory, depending upon functional specialty but not required for career certification. ⁴For individuals whose duties do not clearly fall into one of those orientation specialties, the Component shall assign them to the orientation specialty most closely approximating the greatest portion of their duties. ⁵See Appendix M for specific requirements for Acquisition Corps admission. Credit by examination is directed by section 1732(c) of reference (d) and covered in DoD Instruction 5000.58 (reference (g)).</p>				

Career Path

Contracting (including Construction)

Level and/ or Typical Grade ‘	Typical Assignments	Experience ¹	Education	Training ³
Level III GS-13, and above 0-4, and above	Procurement analyst Branch head Division director Director of contracts Supervisory contracting officer	<p>Mandatory: Four years contracting experience</p> <p>Desired: An additional 4 years of contracting experience</p>	<p>Mandatory: (1) Baccalaureate degree; or, (2) At least 24 semester credit hours from among the following disciplines, i.e., accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management; or, (3) Pass equivalency exam(s); or, (4) Have at least 10 years of acquisition experience as of October 1, 1991²</p> <p>Desired: Master's degree in business administration or procurement</p>	<p>Mandatory: One advanced (Level III) DAU course in executive contracting⁴</p> <p>Mandatory: One advanced (Level III) DAU course in primary contract orientation (e.g., pre-award or post-award)⁵</p> <p>Desired: Two weeks management and leadership training</p>
<p>¹A General, Flag officer, or, SES must have at least 10-years experience in acquisition positions. At least 4 years of that experience must have been performed while assigned to a CAP.</p> <p>²See Appendix M for specific requirements for Acquisition Corps and CAP criteria. Credit by examination is directed by 10 U.S.C. 1724 and covered in DoD Instruction 5000.58 (references (d) and (g)).</p> <p>³Refer to the current edition of the OUSD(A&T) DAU Catalog (reference (0)) for a list of mandatory and desired courses and approved equivalences that can be used to meet the training standards for that career field and for the assignment specific course at that level.</p> <p>⁴Executive Contracting should be taken as a refresher course every 3 to 5 years, but does not have to be repeated to maintain certification.</p> <p>⁵A course covering leadership and decision making skills in the contracting environment is being developed and will replace the requirement for a pre or post award course.</p>				
Career path note: CAPS may only be filled by members of an Acquisition Corps.				





Appendix C. 1 .

Position Category Description

Industrial and/or Contract Property Management

Typical Duties: Manages, supervises, performs, or develops policies and procedures for professional work involving the acquisition, control, management, use, and disposal of Government-owned property used by contractors or in storage to support future contractual requirements. Responsibilities include providing guidance, counsel, and direction to Government and contractor managers and technicians on regulatory and contractual requirements for managing Government property; participating in pre-award surveys and post-award reviews; reviewing contracts assigned for property administration; evaluating contractor's property management system and approving the system or recommending disapproval; developing and applying property systems analysis programs to assess the effectiveness of contractor's Government property management systems. Those functions are normally performed by property administrators, as part of the contract administration office team, and as required by Parts 42.3, 45, and 245 of the FAR, and the DFARS (references (c) and (J)). Plant clearance officers are responsible for performing the duties necessary to dispose of excess and surplus contractor inventory in accordance with Part 45.6 of reference (c) and Part 245.6 of reference (j) requirements. Civilian occupational series 1103 ("Property Administration and Plant Clearance") is always included in the "Industrial Property Management" career field, regardless of organization. GS-1102 and GS-1150 series, and others, that are performing industrial and/or contract property management as a primary job function must meet the education and training standards for that acquisition career field, besides their own career field.

Typical Career Codes¹

<u>Civilian Series</u>	<u>Army AOC</u>	<u>Navy AQD</u>	<u>Air Force AFSC</u>	<u>Marine Corps MOS</u>
1103 (always), 1102 and 1150 (if performing industrial and/or contract property management responsibilities) and others	97C	AD (Any AQD beginning with AD)	64PQ	None

Representative Job Titles: Industrial Property Management Specialist, Property Administrator, Industrial Plant Clearance Specialist, Plant Clearance Officer, Contract and Industrial Specialists (if assigned property management responsibilities).

¹ possession of one of these career codes does not necessarily mean inclusion in the acquisition workforce (except for 1102s who are always included in the contracting position category and career field, regardless of organization) or, the industrial and/or contract property management career field.

Career Path Industrial and/or Contract Property Management

Level and/or Typical Grade ‘	Typical Assignments	Experience	Education	Training¹
Level I GS-5 through GS-9 O-1 through O-3 E-4 through E-7	Industrial property management specialist Industrial property clearance specialist	<u>Mandatory:</u> One year of experience in acquisition	<u>Desired:</u> (1) Baccalaureate degree; or, (2) At least 24 semester credit hours from among the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management	<u>Mandatory:</u> One basic (Level 1) DAU course in contracting <u>Mandatory:</u> Three basic (Level I) DAU courses in contract property administration
¹ Refer to the current edition of the OUSD(A&T) DAU Catalog (reference (a)) for a list of mandatory and desired courses and approved equivalences that can be used to meet the training standards for that career field.				



Career Path

Industrial and/or Contract Property Management

Level and/or Typical Grade	Typical Assignments	Experience	Education	Training ¹
Level II GS-9 through GS-12 O-3 through O-4	Industrial property management special- ist Property administrator Industrial property clearance specialist Plant clearance officer Supervisor plant clearance specialist	<u>Mandatory:</u> Two years of experience in an industrial property management acquisition position <u>Desired:</u> An additional 2 years of experience in an industrial property management acqui- sition position	<u>Desired:</u> (1) Baccalaureate degree; or, At least 24 semester credit hours from among the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management	<u>Mandatory:</u> One intermediate (Level II) DAU course in contract law <u>Mandatory:</u> One intermediate (Level II) DAU course in contract administration <u>Mandatory:</u> Two intermediate (Level II) DAU courses in contract property administration management
<p>Career path note: On achieving Level II or III, an individual should plan on meeting the criteria for the Acquisition Corps. Criteria for selection into the Acquisition Corps for civilian personnel include serving in a position graded GS-13, and above, and in the case of officers includes serving in the grade of O-4, and above. Criteria further include: (1) Four years acquisition experience; (2) A baccalaureate degree or certification by an ACPB; and (3a) At least 24 semester credit hours from among the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management; or, (3b) At least 24 semester credit hours in the individual's career field and 12 semester hours or equivalent training in disciplines listed in (3a) above; or, (3c) Pass an equivalency exams</p> <p>¹Refer to current edition of the OUSD(A&T) DAU Catalog (reference (0)) for a list of mandatory and desired courses and approved equivalences that can be used to meet the training standards for this career field. ²One course, "Contract Property Management Seminar," should be taken as a refresher course every 3 to 5 years, but does not have to be repeated to maintain certification. ³See Appendix M for specific requirements for Acquisition Corps admission. Credit by examination is directed by 10 U.S.C. 1732(c) and covered in DoD Instruction 5000.58 (references (d) and (g)).</p>				

Career Path

Industrial and/or Contract Property Management

Level and/or Typical Grade	Typical Assignments	Experience ¹	Education	Training ²
Level III GS-13 and above O-4 and above	Division chief Branch chief Supervisor and/or manager Staff action officer	Mandatory: Four years of experience in industrial property management acquisition positions of increasing responsibility and complexity Desired: Four additional years of experience in industrial property management acquisition positions	Desired: ³ (1) Baccalaureate degree; and (2) at least 24 semester credit hours from among the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management.	Mandatory: Two advanced (Level III) DAU courses in executive contracting ⁴ Mandatory: One intermediate (Level II) DAU course (seminar) in contract property administration ⁴
¹ A General, Flag officer, or, SES must have at least 10-years experience in acquisition positions. At least 4 years of that experience must have been performed while assigned to a CAP. ² Refer to the current edition of the OUSD(A&T) DAU Catalog (reference (a)) for a list of mandatory and desired courses and approved equivalences that can be used to meet the training standards for this career field. ³ See Appendix M for specific requirements for Acquisition Corps admission. ⁴ Two courses, "Executive Contracting" and "Contract Property Management Seminar," should be taken as refresher courses every 3 to 5 years but do not have to be repeated to maintain certification.				
Career path note: CAPS may only be filled by members of an Acquisition Corps.				



Appendix c. 2.

Position Category Description

Purchasing and Procurement Technician

Typical Duties: Purchase, rent, or lease supplies, services, and equipment through either formal open-market methods or formal competitive bid procedures, with the primary objective of the work being the rapid delivery of goods and services in direct support of operational requirements. Requires knowledge of commercial supply sources and of common business practices for roles, prices, discounts, deliveries, stocks, and shipments.

Typical Career Codes

<u>Civilian Series</u>	<u>Army AOC</u>	<u>Navy AQD</u>	<u>Air Force AFSC</u>	<u>Marine Corps MOS</u>
1105 and 1106	97A	AE (Any AQD beginning with AE)	64PX and 6COX1	3044

Representative Job Titles:

Purchasing: Purchasing Agent, Supervisory Purchasing Agent, and Procurement Technician

Career Path Purchasing

Level and/or Typical Grade	Assignments	Experience	Education	Training ¹
Level I GS-5 E-1 through E-2		Mandatory: One year of experience in purchasing	Desired: Sixteen semester hours of undergraduate work, with emphasis in business	Mandatory: One basic (Level I) DAU course in purchasing
Level II GS-6 through GS-8 E-2 through E-3		Mandatory: Two years of experience in purchasing	Desired: Thirty-two semester hours of undergraduate work, with emphasis in business	Mandatory: One intermediate (Level II) DAU course in purchasing
Level III GS-9 E-4		Mandatory: Three years of experience in purchasing	Desired: Sixty-four semester hours of undergraduate work, with emphasis in business	
¹ Refer to the current edition of the OUSD(A&T) DAU Catalog (reference (o)) for a list of mandatory and desired courses and approved equivalences that can be used to meet that training standards for this career field.				



Career Path Procurement Technician

Level and/or Typical Grade ,	<u>Assignments</u>	<u>Experience</u>	<u>Education</u>	<u>Training¹</u>
Level I GS-3 through GS-5		<u>Desired:</u> One year of clerical or office experience	<u>Desired:</u> High school diploma or high school equivalency	
Level II GS-6 through GS-7		<u>Desired:</u> Two years of clerical or office experience in a contracting office	<u>Desired:</u> Sixteen semester hours of undergraduate work, with emphasis in business	<u>Desired:</u> If job is base or post oriented, one basic (Level I) DAU course in small purchasing
Level III	No level III standards for that series			
1Refer to the current edition of the OUSD(A&T) DAU Catalog (reference (0)) for a list of mandatory and desired courses and approved equivalences that can be used to meet the training standards for that career field.				
Career path note: Effective March 31,1996, the “procurement technician” career path shall no longer be covered by the Defense Contracting Career Management Board				

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